

CAPITAL ASSETS INVENTORY INSTRUCTIONS

The Capital Assets Inventory Form replaced the Equipment Inventory Report. Use this form to report capital asset additions and retirements purchased with State Aid or LSTA funds. Submit as these additions & retirements occur. For the purpose of this form, capital assets are equipment and vehicles costing more than \$5,000 and having a useful life of two years or more. Use a separate form to report each item. A Glossary of Terms accompanies this form.

- To report a capital asset addition:
 - Enter the name of the library
 - Enter the fiscal year
 - Enter the tag number
 - Enter the asset description
 - Complete the Capital Asset Addition section
 - Make one copy of the completed form
 - Mail the original to the State Library and retain the copy for your files
- To report a capital asset retirement purchased prior to FY 03:
 - Enter the name of the library
 - Enter the fiscal year
 - Enter the tag number
 - Enter the asset description
 - Complete the Capital Asset Retirement section
 - Make one copy of the completed form
 - Mail the original to the State Library and retain the copy for your files
- To report a capital asset retirement purchased in FY 03 or later:
 - Retrieve from your files the Capital Asset Inventory form completed when item was acquired
 - Complete the Capital Asset Retirement section
 - Make one copy of the completed form
 - Mail the original to the State Library and retain the copy for your files